

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
JANUARY 6, 2016**

Chairman Schmidt called the Housing Authority of the Borough of Clementon Board of Commissioners Meeting to order at 6:05PM and announced that the meeting has been properly advertised pursuant to N.J.S.A., 10:4-6, the Open Public Meetings Act. The meeting was held at the John Leshner Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster (via telephone), Commissioner Casella, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. Excused: Commissioner Closs. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary.

MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the December 3, 2015 Special Meeting, Regular Meeting, and Executive Session in block. Vice-Chairman Cater, seconded by Commissioner Casella made a motion to approve the minutes of the December 3, 2015 Special Meeting, Regular Meeting, and Executive Session in block. Voice vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked for a motion to approve the payment of bills dated December 4, 2015 through January 6, 2016 in the amount of \$37,633.66. Mr. Harris advised that there were two corrections to the bill list:

- 1) The payment to Antony & Cleopatra Caterers in the amount of \$2,230.00 for the tenants' Christmas party was paid out of the Tenant Activity Account, not the Operating Account; which brings the total amount to \$35,403.66.
- 2) We were able to make quarterly payment arrangements with the insurance company for our general liability insurance (\$1,456.00) and our commercial property insurance (\$2,745.00); both of these amounts need to be added to the bill list and that brings the total to \$39,604.66.

Commissioner Casella, seconded by Vice-Chairman Cater made a motion to approve the payment of bills in the amount of \$39,604.66, dated December 4, 2015 through January 6, 2016. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if anyone had any questions on the management report that was included with the Board packet. Mr. Harris said that he would like to add to his report that Walt Keebler and he spent the better part of last week complying with the Right to Know inspection; labels needed to be put on every bottle, tube, and cans of paint in the maintenance shop. A State inspector completed his inspection on January 5th and gave us a clean bill of health.

OLD BUSINESS

Resolution HA16-2 – Increase Air-Conditioning Fee to \$25.00 per Month

Chairman Schmidt advised that as discussed at last months' meeting, the Board authorized Mr. Harris to advertise and have a meeting with the tenants regarding the proposed increase. Mr. Harris advised that he had the required public meeting today at 3:30PM and about 32 residents attended. He went on to say that he gave them a hand-out which explained how we arrived at our calculation, how we limited the added cost to the five cooling months and then annualized that so that they would only have to pay \$25.00 per month. This is based on the web-site calculator and the Atlantic City Electric bill. Mr. Harris also explained to them that we are in a deficit as of the end of our last fiscal year and that we have had to use Capital money and some of our reserves to be at break-even. Mr. Harris advised that someone asked the question if the Board took into consideration that there was no cost of living increase given by Social Security; he said that he was sure that they were aware and that the tenants have to keep in mind that this electrical cost is not something that we give for free, we do include with their rent the electric for refrigerators, range, and lighting and that they only pay 30% of their income for rent and utilities. HUD considers this to be an excess utility and based on reasonable factors the Housing Authority is allowed to recoup some of the cost. Mr. Harris said that we also offered to help them complete the application for the cooling assistance for those who qualify with a doctor's note. The applications need to be turned in to the OEO by April 30, 2016 to get the rebate; Mr. Harris offered to drop them off.

Chairman Schmidt asked for a motion to adopt Resolution HA16-2 to increase the air-conditioning fee to \$25.00 to be effective with any lease signed on or after March 1, 2016. Vice-Chairman Cater, seconded by Commissioner Nicholson made a motion to adopt Resolution HA16-2 to increase the air-conditioning fee to \$25.00 per month to be effective with any lease signed on or after March 1, 2016. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA16-1 – Revision of the Travel Section in the Personnel Policy

Chairman Schmidt reminded the Board that this was discussed last month and the Board came to an agreement on the wording to adopt the US General Services Administration (GSA) Policy for reimbursement on meals and lodging as well as a cap on mileage of \$100.00 to attend out of town training and conferences.

Commissioner Nicholson asked what the GSA's policy is on the per diem rate for the reimbursement of meals; Chairman Schmidt said that depending on where you go in the country you would type in the zip code and you would get the per diem rate for that day. Chairman Schmidt said that you can still submit actual expenses for your meals but this would eliminate the need for carrying your receipts around. Commissioner Nicholson said that he knows the cost would vary between cities but wondered how it was calculated; and asked if we had an average for meals in Atlantic City for example. Chairman Schmidt said that he figured it to be about \$60.00 per day for meals and incidentals; Mr. Harris offered to look it up but Commissioner Nicholson said that it wasn't necessary because that amount seemed to be reasonable.

Commissioner Watson questioned the wording of the cap for mileage being \$100.00 without prior approval from the Executive Director; basically anyone can go to anything they want as long as their mileage is not over \$100.00. Vice-Chairman Cater said that you can submit your mileage up to \$100.00; Mr. Harris advised that a purchase order would have to be submitted for the event. Mr. Harris also said that the mileage is based on the IRS mileage rates as stated in our Personnel Policy.

Commissioner Casella, seconded by Commissioner Watson, made a motion to adopt Resolution HA16-1 – Revision of the Travel Policy Section in the Personnel Policy. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

NEW BUSINESS

Authorization to Issue RFP's for Professional Services Contracts – FY 07/01/16 thru 06/30/17

Chairman Schmidt said that he and Mr. Harris discussed this and went through the contracts and made the following changes:

- 1) Added a HUD clarification for the Accountant
- 2) Cleaned up the work papers requirement for the Auditor and added that when bidding the price is to include the audit, meeting with the staff and the Finance Committee, and an exit conference with the entire Board
- 3) Adjusted the point system by eliminating familiarity with the Clementon Housing Authority, because for all three RFP's we had familiarity with HUD programs and familiarity with the Clementon Housing Authority; this seemed to be a duplication and also gives a competitive advantage to incumbents

Chairman Schmidt said that after he and Mr. Harris reviewed the RFP's he also met with Vice-Chairman Cater and reviewed them with her. He went on to say that he had two copies of each if anyone wanted to review them and the HUD timeline states that we have to have these out for 60 days; and this will allow Mr. Harris to release them on February 6th with the response due by April 7th. A hard copy of the proposal as well as the pre-existing electronic copy that will be e-mailed to everyone. Chairman Schmidt and Vice-Chairman Cater will review them, the Finance Administration Committee will then review them and then meet with Mr. Harris and based on that meeting, bring their recommendation to the Board in May. Chairman Schmidt also said that since our May meeting is in the first week of May maybe we can get away with submitting two days late to the State and if there are any changes we can plug those numbers into the budget. He also said that if we have a Special Meeting to approve the budget, we could certainly take action there and that they did add to the Accountant's contract that the budget has to be sent to us by March 15th so that if any changes need to be made we have time to do that.

Chairman Schmidt said that we normally would make these appointments in July and that is his firm belief and that is when he would like to make the appointments, but he understands our budget so he will agree to make the appointments sooner so that we can put the numbers in the budget and try to be as accurate as possible.

Vice-Chairman Cater, seconded by Commissioner Casella, made a motion to authorize Mr. Harris to issue RFP's for Professional Services Contracts – FY 07/01/16 thru 06/30/17. Voice vote: All ayes. The motion carried.

Chairman Schmidt asked for a motion to adopt Resolution HA16-3 to enter into Executive Session to discuss a potential litigation between the Housing Authority and a contractor, which should not last longer than ten minutes. Commissioner Nicholson, seconded by Vice-Chairman Cater, made a motion at 6:24PM to enter into Executive Session to discuss a potential litigation between the Housing Authority and a contractor. Voice vote: All ayes. The motion carried.

Commissioner Watson, seconded by Vice-Chairman Cater made a motion to adjourn from Executive Session and resume the regular meeting at 6:30PM. Voice vote: All ayes. The motion carried.

Executive Session Discussion

Solicitor Ogozalek advised the Board of the potential litigation between the Housing Authority and a contractor and provided the Board with a copy of the letter that was sent to the contractor.

Commissioner Certificate

Chairman Schmidt presented Vice-Chairman Cater with a certificate from the Rutgers Center for Government for her completion of the required Commissioner classes.

PUBLIC

Chairman Schmidt opened the meeting to the public; seeing no public Chairman Schmidt closed the meeting to the public.

Commissioner Casella, seconded by Vice-Chairman Cater, made a motion to adjourn at 6:32PM. Voice Vote: All ayes. The motion carried.

Respectfully submitted,

A handwritten signature in black ink that reads "William J. Harris". The signature is written in a cursive style with a long, sweeping underline.

William J. Harris
Secretary